

**Chryston Primary School**  
**Parent Council Meeting**  
**Date: Monday 19<sup>th</sup> June 2023**  
**Location: Chryston Parish Church**



Item No.	Items Discussed	Actions	Owner	Due Date																		
1	<p><b>Welcome &amp; Attendance:</b> Leigh Moore welcomed everyone to the last meeting of this year. Those in attendance were:</p> <table border="0"> <tr> <td>Leigh Moore (PC Chair)</td> <td>Mrs Jilly Moffat (Headteacher, CPS)</td> </tr> <tr> <td>Jayne Clinton (PC Vice Chair)</td> <td>Mrs Lorraine Fleck (Acting DHT, CPS)</td> </tr> <tr> <td>Graeme Walker (PC Secretary)</td> <td>Cllr Claire Williams (Elected Councillor, SGP)</td> </tr> <tr> <td>Mark Graham (PC Member)</td> <td>Aga Ibek (PC Member)</td> </tr> <tr> <td>Debs Fraser (PC Member)</td> <td>Colin McIntyre (PC Member)</td> </tr> <tr> <td>Ed Clinton (PC Member)</td> <td>Elise Armer (Parent) – Via Zoom</td> </tr> </table> <p>Apologies were received from the following people:</p> <table border="0"> <tr> <td>Lynsey Graham (PC Treasurer)</td> <td>Kara Denholm (PC Member)</td> </tr> <tr> <td>Jennifer Rodden (PC Member)</td> <td>Joanne Elliot (PC Member)</td> </tr> <tr> <td>Rachel Crozier (PC Member)</td> <td>Jennifer Troup (PC Member)</td> </tr> </table>	Leigh Moore (PC Chair)	Mrs Jilly Moffat (Headteacher, CPS)	Jayne Clinton (PC Vice Chair)	Mrs Lorraine Fleck (Acting DHT, CPS)	Graeme Walker (PC Secretary)	Cllr Claire Williams (Elected Councillor, SGP)	Mark Graham (PC Member)	Aga Ibek (PC Member)	Debs Fraser (PC Member)	Colin McIntyre (PC Member)	Ed Clinton (PC Member)	Elise Armer (Parent) – Via Zoom	Lynsey Graham (PC Treasurer)	Kara Denholm (PC Member)	Jennifer Rodden (PC Member)	Joanne Elliot (PC Member)	Rachel Crozier (PC Member)	Jennifer Troup (PC Member)	No Action Required	N/A	N/A
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2	<p><b>Previous minutes:</b> Mark proposed a small amendment to the last minutes in relation to a proposed Halloween Disco. The previous minutes were approved having been proposed by Jayne Clinton and seconded by Levi Whyte. A copy of the previous minutes are now available on the school website or by requesting a copy from pc email (<a href="mailto:chrystonpcfunding@gmail.com">chrystonpcfunding@gmail.com</a>).</p>	Previous minutes to be amended and uploaded to the school website.	Graeme	ASAP																		
3	<p><b>Financial Report</b></p> <p>Unfortunately, Lynsey could not attend tonight but Leigh gave a brief update on the financial position. Overall, the books are looking healthy with a current balance of £6,919.47. Leigh showed a record of money spent on recent activities such as P7 leavers as well as money raised through the summer fayre, sports day and local Gala Day.</p> <p>Overall, the funds are in a healthy position, however we have committed to contribute to Swimming Lessons which will be approx. £1000pa.</p>	No Action Required	N/A	N/A																		
4	<p><b>Headteacher Update</b></p> <p>Mrs Moffat started off by giving an update on PEF monies which are currently set at £61,250. This is currently spent on staff, Barnardos and Achieve more, however Mrs Moffat has engaged with staff who are all in agreement that they feel they would benefit from ASNA. Mrs Moffat advised that her plans are use a Buy one get one free for teachers by using money from Aug-April. Jayne asked if Mrs Moffat felt that achieve more had been useful. Mrs Moffat advised that it is certainly popular with the children, and it is a big help during breaks and at lunch time but that she lacked any data to suggest if it had made a difference.</p>	No Action Required	N/A	N/A																		

	<p>Staffing will be tight next year. We will have 14 classes and 14 class teachers plus 1 teacher leading on Health and Wellbeing. This leaves very little scope for staff absence etc.</p> <p>Advert for substantive DHT has went out. There have been some administration errors meaning the advert has gone out later than planned. The advert is due to close on 29<sup>th</sup> June and it is anticipated that the interviews will be held at the end of august. Provisional date is the 25<sup>th</sup> Aug but this is tbc with NLC.</p> <p>Plans for the new build are still progressing. We are currently scheduled to move in after the September weekend. This will mean that there are 2 x closure days where children will not attend school and teachers will move the school and set up. Mrs Moffat stated that any help from the Parent Council or wider parent forum during this time would be much appreciated as it would allow the teachers to focus on preparing their classrooms. The last thing we want is where we move but still operating out of boxes. Levi asked if it was likely that those dates were set or if they would move as many parents would need time to plan childcare. Mrs Moffat stated that she does believe that we will be in for the end of the sept weekend and that the builders are ramping up their work. Mrs Fleck also pointed out that the builders are fined for the delay and so there is an incentive there for them to complete the work. Mrs Moffat did say that this may be an advantage for us as the HT from another school who are due to move in at the start of term still have not been given access. Given that ours is slightly later, she is hopeful that will mean we get the opportunity to get in and see it. This will be important for some of our children who require additional support.</p> <p>Lastly, Mrs Moffat expressed her thanks to the wider parent forum and in particular the parent council for their support, encouragement, and partnership since she took up the post.</p>			
5	<p><b>Meeting Minutes</b></p> <p>At the last meeting, it was agreed that minutes should only be added to the school website once they are approved. Debs expressed concern that waiting until the next meeting has been, may be too much of a delay. Debs highlighted minutes form sept last year which stated that minutes should be circulated within one week of the meeting taking place. There have been previous accusations of lack of transparency and so we need to ensure that we are communicating in a timely manner. Jayne highlighted that Willie Collum from NLC had previously stated that the council could provide a scribe and that it may be that we could utilise a High School pupil for this? Graeme believed this was not required at this moment in time but could be reviewed in future. Graeme advised that there is a lack of standard operating procedures or documented best practice. Graeme stated that whilst he will endeavour to get the minutes out as soon as possible, we need to be careful that we do not over commit and that any target is achievable. Leigh agreed and stated that if the person taking the minutes was going onto a run of shifts after the meeting that a target of one week may be ambitious. Graeme proposed that we agree that minutes should ideally be circulated within a week but no more than two weeks following the meeting. This was seconded by Leigh.</p>	Minutes to be circulated in a timely manner.	Graeme	ASAP

6	<p><b>P7 Residential</b> Mrs Moffat advised that the residential week would replace the Strathclyde Park activities. It would cost £245 per child and that the children will be fundraising for this.</p> <p>Jayne proposed a £500 discretionary fund for Mrs Moffat should she have any pupil who is unable to fund the trip. This was seconded by Ed. Mrs Moffat thanked the Parent Council for this commitment. She will be in touch if she requires support. Levi applauded the support offered to P7 kids but stated we need to make sure we are supporting P1-P6 with activities too.</p>	Mrs Moffat to establish whether she requires to make use of the discretionary fund made available to her.	Mrs Moffat	ASAP
7	<p><b>Calendar of Events</b> <u>New School / Community Event</u> Discussion took place around the fact that the first event we organise is normally the Halloween disco which can be over whelming for some of the kids. There was a suggestion that we try and do a welcome to new building type event. Mrs Moffat stated that her plan would be to invite parents along to see the new school. Leigh suggested that we could hire inflatables and make it a bit more of a community event. Everyone agreed. Will review at next meeting.</p> <p><u>Halloween Disco</u> The new school has more space which mean that we can potentially have break out areas should any of the kids find it overwhelming. Those present felt that the goodie bags worked better than the tuck shop.</p> <p><u>Christmas Fayre</u> Discussion took place around selecting a date for the Christmas fayre as early as possible. Many people are busy in the run up to Christmas and it would be good to get things rolling. Last year we ran it the first week in December which was felt to be good timing. Jayne proposed that we hold it on a Friday night so that we are not impacting on teaching staff, and it isn't a school night. Concern was raised about securing a school let on a Friday night, but Mrs Moffat didn't foresee an issue. Date agreed to be 1st December – Proposed by Mark and seconded by Jayne. Following last year's success, Jayne agreed to lead this again. Form to be circulated for volunteers.</p> <p><u>AGM / Meeting dates</u> Leigh advised that Mrs Moffat had suggested an initial meeting date of Monday 11<sup>th</sup> September. This would be four weeks into the new school term and allow us to liaise with new parents. It would also be a couple of weeks before the move to new building and shouldn't impact on operational requirements of the school. Graeme advised that he had sent a list of dates to Mrs Moffat for her to check that they did not coincide with school holidays or other planned activity. These dates are based on the 11<sup>th</sup> Sept as a starting point and held every 6 weeks, rotating between a Monday and Wednesday evening. The Proposed dates are: Monday 11<sup>th</sup> Sept 2023 Wednesday 25<sup>th</sup> October 2023 Monday 4<sup>th</sup> December 2023 Wednesday 17<sup>th</sup> Jan 2024 Monday 26<sup>th</sup> Feb 2024</p>	<p>To review at next meeting</p> <p>To be reviewed after we move to new building, so we know what space we have available.</p> <p>Form to be circulated for volunteers and group to be set up to begin planning.</p> <p>Mrs Moffat to confirm dates are suitable.</p>	<p>Leigh</p> <p>Leigh</p> <p>Leigh/Jayne</p> <p>Mrs Moffat</p>	<p>Next Meeting</p> <p>Next Meeting</p> <p>On Going</p> <p>ASAP</p>

	<p>Wednesday 10<sup>th</sup> April 2024 Monday 20<sup>th</sup> May 2024</p>			
8	<p><b>Parent Council Communications</b> Discussion took place around how we communicate with the wider parent forum. Debs gave examples of speaking to parents at the school gate who were unaware of the parent council and what we do. Debs suggested that we try to engage with new primary 1 parents at earliest opportunity. Leigh advised that she had already spoke with ne P1 parents at induction and gave flyer. There was a suggested that we could have a stall to welcome P1 parents on first day, but Mrs Fleck advised that they operate a drop and go on day 1 and encourage parents not to hang about as it can be more distressing for the children, however we do invite them back in earlier at 2pm and may be an opportunity there.</p> <p>Leigh advised that Graeme has come on board with social media recently which has really allowed us to ramp up our online presence. Leigh advised that we are always looking for new people to help. Jayne advised that she would be willing to help with Twitter and Debs has said she will help with Facebook.</p> <p>There had been a suggestion prior to the meeting that we could consider a regular newsletter, however this be a time onerous task. Leigh advised that we have space in the school newsletter and Mrs Moffat was happy for this to continue. IT was suggested that we could do one off newsletters/ highlighting significant achievements. Mrs Moffat advised a who are we sheet similar to what she has done for the teachers. Mrs Moffat stated that she would be happy to make this if we send the pictures / info, but this would be after she has completed the teaching staff.</p> <p>Leigh advised that work is continuing on the Code of conduct and constitution, and these will be shared as soon as finalised for approval. Debs and Ed happy to be involved with this.</p> <p>Jayne asked how we engage with members and ensure that everyone continues to contribute to the work of the parent council? There have been occasions in the past where people have attended the first meeting but subsequently tailed off throughout the year. Graeme advised caution in assigning a target number of meetings as this does not always give good indication of participation. You may have someone who attends every meeting but does not contribute vrs someone who engages with the group and helps plan activities etc. Jayne agreed, stating that it's not about setting a target but there can be issues around voting and implications around understanding the consequences of decisions which are made. Jayne stated that we need to think about how we engage with members to ensure that we achieve a greater buy in from everyone and that going forward, that buy in would encourage attendance ultimately. Leigh advised this will be considered as part of the code of conduct review.</p>	<p>Jayne / Debs to be added to Social Media</p> <p>Mrs Moffat to compile 'who are we' posters.</p> <p>Debs / Ed to be added to constitutional review group.</p>	<p>Leigh</p> <p>Mrs Moffat</p> <p>Leigh / Lynsey</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
9	<p><b>Fundraising Update</b> Doig and Simpsons donations have been received. Still waiting on update from Cala, which Jayne is dealing with.</p>	<p>Work ongoing.</p>	<p>Jayne</p>	<p>ASAP</p>

	Jayne has been liaising with Mrs Moffat regarding the digital xtra funding. They require more information in order to complete the application, which they plan to get over the next few months. Mrs Moffat advised that the National Lottery has the potential to be a large sum and the hope is that this could be used for ICT equipment. Jayne advised that you can then reapply after 6months as long as you are applying for something different such as sports equipment.			
	<b>AOCB</b>	<b>Actions</b>	<b>Owner</b>	<b>Due Date</b>
10	<p><b>Membership</b></p> <p>Jayne advised that Susan Watt had thought that she was a member. Susan had previously been interested in joining but the PC was full at the time. When we extended the number of the PC, Susan had thought she was automatically co-opted. Graeme advised caution about the optics of accepting new members without a transparent recruitment process. Graeme stated this linked back to his earlier point around lack of SOP's. Everyone present agreed there needs to be a transparent process. Jayne pointed out that there was a recruitment process at the start of this year and that we had not filled all of the positions. As things stand there are 3 vacancies and Susan has contributed to events run over the year. Jayne proposed that Susan was added as member and this was seconded by Aga.</p>	Susan added to PC	Graeme	ASAP
11	<p><b>Class Picnic</b></p> <p>Jayne gave update on the plans for the teddy bear picnic on Friday. The teddy bear picnic will be for P1-P3 kids. They will be given an invitation in school and given a map to follow which will take them to the grass hill next to the Biomass / Snowdrop. There will be three areas with different activities including games, arts and storytelling. We have tarpaulin and a bell tent in case of adverse weather. Mrs Moffat advised that the children will be given a drink and snacks for their picnic. Ed offered to pay for Fredo bars for the P1-P3 kids.</p> <p>Graeme enquired about plans for the other classes and if the PC can support them? Mrs Moffat confirmed that all classes will have a picnic in the park and that school has snacks prepared. The younger kids will have more structured learning which the PC are supporting but the older kids will have more flexibility to play games / use the park etc.</p>	Plans underway for Friday	Jayne	23/06/23
	<b>The chair thanked everyone for coming and closed the Meeting at 20:20</b>			